



JIM McDONNELL, SHERIFF

County of Los Angeles
Sheriff's Department Headquarters
4700 Ramona Boulevard
Monterey Park, California 91754-2169



A Tradition of Service

June 30, 2015

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
Los Angeles, California 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

40 June 30, 2015


PATRICK OGAWA
ACTING EXECUTIVE OFFICER

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT
CIVIL MANAGEMENT BUREAU FACILITIES RENOVATION PROJECT
CATEGORICAL EXEMPTION TO ESTABLISH A CAPITAL PROJECT AND
APPROVE THE PROJECT BUDGET AND APPROPRIATION ADJUSTMENT
CAPITAL PROJECT NUMBER 87297
(FIRST, SECOND, THIRD, AND FOURTH DISTRICTS) (4 VOTES)**

SUBJECT

The recommended actions will find the proposed Civil Management Bureau Facilities Renovation Project (Project) categorically exempt from the California Environmental Quality Act (CEQA); establish Capital Project Number 87297; approve the proposed Project scope and budget; approve the appropriation adjustment; and authorize the Los Angeles County Sheriff's Department (Department) to carry out and deliver the proposed Project by using a Board approved Job Order Contract (JOC) administered by Internal Services Department (ISD), with project and budgetary oversight provided by the Chief Executive Office (CEO).

IT IS RECOMMENDED THAT THE BOARD:

1. Find the proposed Project is categorically exempt from the CEQA for the reasons stated in this letter and in the record of the Project.
2. Approve and establish Capital Project Number 87297 for the Project.
3. Approve the Project budget and appropriation adjustment in the amount of \$3.1 million which transfers from the Committed for Capital Projects from the Sheriff's Automation Fund to Capital Project Number 87297, to fully fund the Project.

4. Approve and authorize the Department to carry out and deliver the Project using a Board approved JOC administered by ISD with Project and budgetary oversight provided by the CEO.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The proposed Project consists of minor interior renovations to existing office space within five Los Angeles Superior Court (Court) buildings currently occupied by the Department's Civil Management Bureau (CMB). The renovations are necessary to accommodate CMB personnel transferred to the various Court locations, as a result of the closure and/or consolidation of Court operations throughout Los Angeles County (County).

Background

In 2013, the Department's Civil Management Unit expanded to form the CMB. This expansion was necessary to respond to and manage an increased workload to provide better service delivery. Acquiring CMB resulted in an improved and more unified command structure, including the adoption of standardized practices for providing civil process service, which created greater efficiency and accountability. This enhanced the ability to market CMB's services and increase opportunity and revenue generating capacity.

In March 2013, the Los Angeles Superior Court Consolidation Plan (Consolidation Plan) was enacted in response to State budget shortfalls. The Consolidation Plan included implementation of courthouse closures, shorter hours of court operation, and a change of case management at numerous courthouses throughout the County. As a result, courthouse visitors and customers including CMB, were redirected from closed locations to remaining and fully operational locations. The Department's existing CMB offices located within the remaining courthouse facilities have experienced overcrowding due to reassigned staff and an increased workload.

Proposed Project Scope

The following lists the affected courthouses and briefly describes the proposed renovation work. Additional project scope details can be found on Attachment A.

Compton Court – Implementation of additional work stations to accommodate relocated staff from the closure of Huntington Park Court.

El Monte Court – Implementation of additional work stations to accommodate relocated staff from the closure of Huntington Park Court and a change of case management previously located at Pomona North Court.

Inglewood Court – Implementation of additional work stations to accommodate personnel assigned to a new small claims hub at Inglewood Court and staff relocated from a change of case management previously located at Beverly Hills Court.

Norwalk Court – Implementation of additional work stations to accommodate relocated staff due to a change of case management previously located at Pomona North Court.

Santa Monica Court – Implementation of additional work stations for personnel assigned to a new hub for processing unlawful detainers, and to accommodate a portion of the staff relocated from the change of mission at the Beverly Hills Court.

The proposed Project will affect approximately 11,000 square feet (sq.ft.) of existing space within the following Court facilities: Compton Court, 2,428 sq.ft.; El Monte Court, 3,125 sq.ft.; Inglewood Court, 2,470 sq.ft.; Norwalk Court, 2,011 sq.ft.; and Santa Monica Court, 1,050 sq.ft..

The Department plans to bring forth separate recommendations for a future capital project for the Stanley Mosk Courthouse (Mosk), which was also affected by the Consolidation Plan. The recommendations for Mosk will be brought to the Board for consideration upon finalization of project scope and identification of funding.

Proposed Project Delivery

The Department will utilize ISD for construction and construction administration services for the proposed Project. The renovation work will be delivered using a previously Board approved JOC under the administration of ISD. The Project is anticipated to be completed by the end of March 2017.

Implementation of Strategic Plan Goals

The proposed Project supports the County's Strategic Plan, Goal 1, Operational Effectiveness/Fiscal Sustainability; and Goal 3, Integrated Services Delivery, by creating an efficient work environment to support prompt service delivery and respond to the needs of the County's residents.

FISCAL IMPACT/FINANCING

The total Project cost estimate for the work at the five Court sites is \$3.1 million including plans and specifications, plan check, County services, construction, change orders, and Civic Art.

The Project will be fully funded by the Sheriff's Automation Special Fund. Following the Board's approval of the appropriation adjustment, \$3.1 million will be transferred from the Fiscal Year (FY) 2014-15 Sheriff's Automation Special Fund to the FY 2014-15 Capital Projects/Refurbishments Budget under Capital Project Number 87297, to fully fund the proposed Project.

The proposed Project Schedule and Budget Summary are included in Attachments B and C.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

A standard JOC contract previously approved by the Board and in the form previously approved by County Counsel will be used.

The contract will contain terms and conditions supporting the Board's ordinances, policies, and programs, including, but not limited to: County Code Chapter 2.200, Child Support Compliance Program; County Code Chapter 2.202, Contractor Responsibility and Department; County Code Chapter 2.203, Contractor Employee Jury Service Program; County Code Chapter 2.206, Defaulted Property Tax Reduction Program; Board Policy 5.050, County's Greater Avenues for Independence (GAIN) and General Relief Opportunities (GROW) Programs; Board Policy 5.060, Report of Improper Solicitations; Board Policy 5.110, Contract Language to Assist in Placement of Displaced County Workers; and Board Policy 5.135, Notice to Contract Employees of Newborn Abandonment Law (Safely Surrendered Baby Law).

As required by the Board, language has been incorporated into the project specifications stating that the contractor shall notify its employees, and shall require each subcontractor to notify its employees that they may be eligible for the Federal Earned Income Credit under the Federal Income Tax Law (Federal Income Tax Law, Internal Revenue Service Notice 1015).

In accordance with the Board's Civic Art Policy adopted on December 7, 2004, and as revised on December 15, 2009, the proposed Project budget includes 1 percent of design and construction costs to be allocated to the Civic Art Fund.

ENVIRONMENTAL DOCUMENTATION

The Project meets criteria set forth in Section 15301(a) and (d) of the State CEQA Guidelines, and Class 1(d) of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G, for categorical exemption from CEQA reporting requirements. The Project is determined not to have a significant effect on the environment for the following reasons: Proposed renovations are limited to interior alterations and improvements, including patching, painting, carpeting, installing new data drops and electrical outlets, installing new furniture, and minor modifications to plumbing and mechanical fixtures at some locations; affected work areas range from 357 to 3,125 sq. ft., and do not affect the footprint of any existing building; the Project will not affect the primary use of affected work areas or any existing building, and; the Project will result in negligible or no increase in the occupant loads of affected work areas and existing buildings. The five sites identified in this Project are not located in sensitive environments, and there are no cumulative impacts, unusual circumstances, or other limiting factors that would make the exemptions inapplicable based on the Project records. (See Attachment A for detailed descriptions of proposed renovations and improvements at each of the affected work areas).

Upon Board approval of the Project, the Department will file a Notice of Exemption with the County's Registrar-Recorder/County Clerk in accordance with Section 15062 of the State CEQA Guidelines for the proposed Project.

CONTRACTING PROCESS

The Department will carry out and deliver the proposed Project by using a Board approved JOC administered by ISD, with Project and budgetary oversight provided by the CEO.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

There will be no negative impact on current County services or projects during the performance of the recommended renovation Project. Department personnel will continue their respective duties in assigned areas using the existing facilities. All construction work will be scheduled outside normal business hours directed by the Superior Courts. Work will require phased construction and temporary relocation of some Department personnel. Adequate notification to the public and appropriate direction will be provided to ensure the public is not negatively impacted during the construction phase. The solicitation of the construction bids will not occur without the required jurisdictional approvals of the construction documents.

CONCLUSION

Upon Board approval, please return one adopted copy of this Board letter to the Chief Executive Office, Capital Projects Division, and the Department's Facilities Planning Bureau.

Sincerely,

A handwritten signature in black ink, appearing to read "Jim McDonnell". The signature is stylized with a large, looping initial "J" and a cursive "McDonnell".

JIM McDONNELL

Sheriff

JM:GD:tj

Enclosures

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPT'S.
NO. 770

DEPARTMENT OF SHERIFF

June 16, 2015

AUDITOR-CONTROLLER:

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. PLEASE CONFIRM THE ACCOUNTING ENTRIES AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 2014-15

4 - VOTES

SOURCES

Sheriff - Automation Fund
BR7-3016
Committed for Capital Projects
Decrease Obligated Fund Balance 3,100,000

Trial Courts
Various Civil Management Bureau Facilities Renovation Project
A01-CP-96-9911-65047-87297
Rev.: Operating Transfers-In
Increase Revenue 3,100,000

SOURCES TOTAL: \$ 6,200,000

USES

Sheriff - Automation Fund
BR7-SH-6100-40737
Other Financing Use
Increase Appropriation 3,100,000

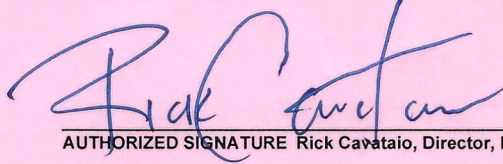
Trial Courts
Various Civil Management Bureau Facilities Renovation Project
A01-CP-6014-65047-87297
Capital Assets - Buildings & Improvements
Increase Appropriation 3,100,000

USES TOTAL: \$ 6,200,000

JUSTIFICATION

Appropriation Adjustment to increase Capital Assets-Buildings & Improvements Appropriation to establish the Various Civil Management Bureau Facilities Renovation CP #87297 and authorize the Sheriff's Department to carry out and deliver the proposed Project using a Board-approved Job Order Contract administered by Internal Services Department, with project and budgetary oversight provided by the Chief Executive Office. The increase in Capital Assets-B&I Appropriation will be offset by an increase in Operating Transfers-In Revenue received from the Sheriff's Department Automation Special Fund.

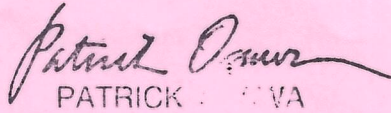
ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES


AUTHORIZED SIGNATURE Rick Cavataio, Director, Financial Programs, ATD

BOARD OF SUPERVISOR'S APPROVAL (AS REQUESTED/REVISED)

40

JUN 30 2015



PATRICK O'QUINN
ACTING EXECUTIVE OFFICER

REFERRED TO THE CHIEF
EXECUTIVE OFFICER FOR ---☐ ACTION☒ RECOMMENDATION

AUDITOR-CONTROLLER

BY

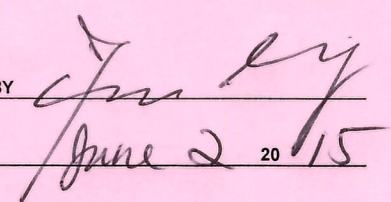
B.A. NO. 209


May 22 20 15

☒ APPROVED AS REQUESTED☐ APPROVED AS REVISED

CHIEF EXECUTIVE OFFICER

BY


June 2 20 15

ATTACHMENT A

VARIOUS CIVIL MANAGEMENT BUREAU FACILITIES RENOVATION PROJECTS CAPITAL PROJECT NO. 87297

PROJECT SITE	SCOPE OF WORK
Compton Court 200 West Compton Blvd. Compton, CA 90220	Included but is not limited to: Relocate and install new workstation furniture; Add ten workstations for staff relocated from Huntington Park; Install new power and data for new workstations and relocate power and data for relocated workstations; Remove and replace kitchenette; New flooring, carpet and ceiling. The scope of work is limited to interior building areas encompassing 2,428 square feet.
El Monte Court 11234 East Valley Blvd. El Monte, CA 91731	Included but is not limited to: Relocate and install new workstation furniture; Install one new workstation; Install power and data for new workstation and relocate power and data for relocated workstations; Retrofit public counter for ADA compliance; Remove and replace kitchenette; New flooring, carpet and ceiling. The scope of work is limited to interior building areas encompassing 3,125 square feet.
Inglewood Court One Regent Street Inglewood, CA 90301	Included but is not limited to: Relocate and install new workstation furniture; Install five new workstations; Install power and data for new workstations and relocate power and data for relocated workstations; Remodel lobby with new ADA compliant public counter and writing center; New flooring, carpet and ceiling. The scope of work is limited to interior building areas encompassing 2,470 square feet.
Norwalk Court 12720 Norwalk Blvd. Norwalk, CA 90650	Included but is not limited to: Relocate and install new workstation furniture; Install three new workstations; Install power and data for new workstations and relocate power and data for relocated workstations; Demo and reconstruct new public counter with ADA compliance; Relocate power and data for new public front counter; Install new cabinetry in kitchen/break room; New carpet, paint, and flooring; Install new data ports on second floor and lock up. The scope of work is limited to interior building areas encompassing 2,011 square feet.
Santa Monica Court 1725 Main Street Santa Monica	Included but is not limited to: Relocate and install new workstation furniture; Install power and data for new workstation; Demo and reconstruct new ADA compliant public counter; Relocate power and data for new public counter; Install new cabinetry in kitchen/break room; New carpet, paint, and flooring. The scope of work is limited to interior building areas encompassing 1,050 square feet.

ATTACHMENT B

VARIOUS CIVIL MANAGEMENT BUREAU FACILITIES RENOVATION PROJECTS CAPITAL PROJECT NO. 87297

PROJECT SCHEDULE

Project Activity	Scheduled Milestone Dates
Program (completed)	06/30/2015
Design Construction Documents Jurisdictional Approval	12/31/2015 03/31/2016
Construction Job Order Contract Award	06/30/2016
Construction (Start)	07/01/2016
Substantial Completion	03/31/2017

ATTACHMENT C

VARIOUS CIVIL MANAGEMENT BUREAU FACILITIES RENOVATION PROJECTS CAPITAL PROJECT NO. 87297

PROJECT BUDGET SUMMARY

Financing Requirements	Estimated Cost
Land Acquisition	\$0
Construction	\$1,810,000
Development	\$0
Plans and Specifications	\$100,000
Hazardous Abatement	\$130,000
Jurisdictional Review	\$47,060
County Services	\$603,840
Furniture & Equipment	\$390,000
Civic Art	\$19,100
TOTAL COST	\$3,100,000